

**APPLICATION FOR A  
TREE REMOVAL PERMIT**  
City of Los Angeles  
**DEPARTMENT OF PUBLIC WORKS**

**BUREAU OF STREET SERVICES**  
**URBAN FORESTRY DIVISION**  
**ATTN: PERMIT APPLICATION SECTION**  
1149 SOUTH BROADWAY, #400, LOS ANGELES, CA 90015  
(213) 847-3077, FAX (213) 847-3033 (DO NOT FAX PHOTOS)

To obtain a Service Request number (application #) call (800) 996-2489: \_\_\_\_\_  
Application Number

**Property Address:** \_\_\_\_\_  
(Print Clearly) \_\_\_\_\_

**Property Owner's Name:** \_\_\_\_\_

**Property Owner's Phone Number(s):** \_\_\_\_\_  
\_\_\_\_\_

**Total number of trees:** \_\_\_\_\_ **and reason for tree removal:** \_\_\_\_\_

Property Owner's Representative is:

**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Agent's Name:** \_\_\_\_\_

**Phone Number(s):** \_\_\_\_\_

**If the tree removal permit is approved and any fees due have been paid, the permit should be made out to:**

**Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

- ☐ **This is a standard application for street trees.** Please complete the attached checklist.
- ☐ **This is a standard application for protected trees.** Please complete the attached checklist.
- ☐ **This application pertains to a subdivision case.** Please complete and attach the following:
1. B-permit number, plot plans, and conditions **MUST** be attached to this application
  2. Project title and case number (CP, ZA, TR, CPC, DIR, VAC, PM, DOT):  
\_\_\_\_\_

I am submitting this application to the above mailing address along with the required documents per the attached checklist (if indicated above). I understand that submittal of this application does not guarantee I shall be granted a tree removal permit. If the tree removal permit is granted, I understand I will be required to replace the removed tree(s) at a ratio provided by the Urban Forestry Division, care for the trees, and pay any outstanding planting and/or permit fees.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Print Name

# STANDARD TREE REMOVAL APPLICATION CHECKLIST

(The following items must be attached to the application)

Rev. 8/2014

| FOR STREET TREES         |    |   |
|--------------------------|----|---|
| <input type="checkbox"/> | 1. | A-permit (All driveway A-permits from Engineering must include the notation "driveway cannot be relocated") |
| <input type="checkbox"/> | 2. | Plot plans  |
| <input type="checkbox"/> | 3. | Color photos (Do not fax photos)  |
| <input type="checkbox"/> | 4. | Any further information that preparer or the City opines is pertinent to the project                        |

| FOR PROTECTED PRIVATE PROPERTY TREES   |     |  |
|--|-----|--|
| A Protected Tree Report shall be submitted containing the following required information |     |  |
| Submit three (3) hard copies   |     |  |
| (Los Angeles Municipal Code (LAMC) Section 17.02)  |     |  |
| <input type="checkbox"/>   | 1.  | <b>"Tree Expert"</b><br>1. A Registered Consulting Arborist as provided by the American Society of Consulting Arborists<br>2. A California licensed Landscape Architect who is also a Certified Arborist (CA) as provided by the International Society of Arboriculture (ISA)<br>3. A California licensed Pest Control Advisor who is also a Certified Arborist (CA) as provided by the International Society of Arboriculture (ISA)   |
| <input type="checkbox"/>   | 2.  | By whom the PTR is prepared  |
| <input type="checkbox"/>   | 3.  | For whom the PTR is prepared   |
| <input type="checkbox"/>   | 4.  | PTR location address with short geographic description   |
| <input type="checkbox"/>   | 5.  | Date PTR is prepared   |
| <input type="checkbox"/>   | 6.  | Date of PTR field inspection   |
| <input type="checkbox"/>   | 7.  | PTR purpose  |
| <input type="checkbox"/>   | 8.  | Table of Contents  |
| <input type="checkbox"/>   | 9.  | Project Description and background   |
| <input type="checkbox"/>   | 10. | Square footage of the entire property and footprint square footage of the existing and proposed new structures   |
| <input type="checkbox"/>   | 11. | Field observations   |
| <input type="checkbox"/>   | 12. | Findings   |
| <input type="checkbox"/>   | 13. | Recommendations  |
| <input type="checkbox"/>   | 14. | Trees tagged and numbered  |
| <input type="checkbox"/>   | 15. | Mitigation (optional, City of Los Angeles proscribes mitigation for any protected tree removal approval) The ordinance states the mitigation shall "approximate the value" of the removed trees. The current Board of Public Works policy has increased the minimum requirements for protected tree replacement to 4:1. The Bureau determines tree value or a group of trees in context with their environment.  |
| <input type="checkbox"/>   | 16. | Protected tree construction impact guidelines  |
| <input type="checkbox"/>   | 17. | Matrix (spreadsheet) summarizing field observations of all protected tree(s) on subject property and any offsite protected trees that may be impacted by project by number (trees to be field tagged) (provide code for offsite trees (ie OS#1), tree species, tree height, diameter, spread, physical condition (ie declining, drought stressed, twig dieback, etc.), suggested treatment, tree rating, any other related information.  |
| <input type="checkbox"/>   | 18. | Matrix of proposed protected tree removals   |
| <input type="checkbox"/>   | 19. | Matrix of proposed protected trees to remain   |
| <input type="checkbox"/>   | 20. | Color photographs of all protected trees (multiple trees may be shown on a photo if there is some method to differentiate between individual trees).   |
| <input type="checkbox"/>   | 21. | Topographical map with all protected trees plotted (as close to real positions as possible, survey not required). Trees shall be color-coded, either highlighted or CAD as follows: Quercus spp (yellow), Platanus racemosa (blue) Umbellularia californica (green) Juglans californica (orange). All proposed protected tree removals shall be circled in red. Approximate canopy spread should also be included. Included on the plan shall be the footprint of any proposed buildings, walls, patios, pools, etc. Also to be included on plan is lot and proposed building(s) square footage. |
| <input type="checkbox"/>   | 22. | Landscape plan showing locations of all mitigation trees on a 4:1 basis with the tree stock size to be determined by the City. This plan shall be species color coded as per item 21.  |
| <input type="checkbox"/>   | 23. | Verification of current licenses and certifications  |
| <input type="checkbox"/>   | 24. | Any further information that preparer or the City opines is pertinent to the project   |